



MODUL
TEMA 12

It's A Good Job

BAHASA INGGRIS PAKET C SETARA SMA/MA KELAS XII



Kementerian Pendidikan dan Kebudayaan
Direktorat Jenderal PAUD, Pendidikan Dasar, dan Pendidikan Menengah
Direktorat Pendidikan Masyarakat dan Pendidikan Khusus
Tahun 2020



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iv+ 48 hlm + ilustrasi + foto; 21 x 28,5 cm

Kata Pengantar

Pendidikan kesetaraan sebagai pendidikan alternatif memberikan layanan kepada masyarakat yang karena kondisi geografis, sosial budaya, ekonomi dan psikologis tidak berkesempatan mengikuti pendidikan dasar dan menengah di jalur pendidikan formal. Kurikulum pendidikan kesetaraan dikembangkan mengacu pada kurikulum 2013 pendidikan dasar dan menengah hasil revisi berdasarkan peraturan Mendikbud No.24 tahun 2016. Proses adaptasi kurikulum 2013 ke dalam kurikulum pendidikan kesetaraan adalah melalui proses kontekstualisasi dan fungsionalisasi dari masing-masing kompetensi dasar, sehingga peserta didik memahami makna dari setiap kompetensi yang dipelajari.

Pembelajaran pendidikan kesetaraan menggunakan prinsip flexible learning sesuai dengan karakteristik peserta didik kesetaraan. Penerapan prinsip pembelajaran tersebut menggunakan sistem pembelajaran modular dimana peserta didik memiliki kebebasan dalam penyelesaian tiap modul yang di sajikan. Konsekuensi dari sistem tersebut adalah perlunya disusun modul pembelajaran pendidikan kesetaraan yang memungkinkan peserta didik untuk belajar dan melakukan evaluasi ketuntasan secara mandiri.

Tahun 2017 Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan, Direktorat Jenderal Pendidikan Anak Usia Dini dan Pendidikan Masyarakat mengembangkan modul pembelajaran pendidikan kesetaraan dengan melibatkan Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru dan tutor pendidikan kesetaraan. Modul pendidikan kesetaraan disediakan mulai paket A tingkat kompetensi 2 (kelas 4 Paket A). Sedangkan untuk peserta didik Paket A usia sekolah, modul tingkat kompetensi 1 (Paket A setara SD kelas 1-3) menggunakan buku pelajaran Sekolah Dasar kelas 1-3, karena mereka masih memerlukan banyak bimbingan guru/tutor dan belum bisa belajar secara mandiri.

Kami mengucapkan terimakasih atas partisipasi dari Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru, tutor pendidikan kesetaraan dan semua pihak yang telah berpartisipasi dalam penyusunan modul ini.

Jakarta, 1 Juli 2020
Plt. Direktur Jenderal



Hamid Muhammad

Modul Dinamis: Modul ini merupakan salah satu contoh bahan ajar pendidikan kesetaraan yang berbasis pada kompetensi inti dan kompetensi dasar dan didesain sesuai kurikulum 2013. Sehingga modul ini merupakan dokumen yang bersifat dinamis dan terbuka lebar sesuai dengan kebutuhan dan kondisi daerah masing-masing, namun merujuk pada tercapainya standar kompetensi dasar.

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It's A Good Job



Preface

Welcome to **Easy English for Package C** (equal to Senior High School). This is a self-learning module which is designed for Package C students. It is designed based on the revised 2013 of English curriculum.

This module consists of two units where each unit consists of several tasks to do. At the beginning of unit you will find learning outcomes that you should accomplish. So you are going to know what you will be able to do after you have finished each unit. In this module you are going to learn about application letter for seeking jobs.

This module provides you with various tasks that you should do in order to develop your language skill. Listening dialogue, reading text, comprehension questions, text constructions, completing sentences, practice yourself are various tasks you may try to develop your language skills.

At the end of the module you will find a summary. A summary is used to reflect your achievement. You also will find any resources you should learn in order to complete your knowledge and practice the content of the material. In the last, you will lead to know what is the next material will be provided in the next module and certain criteria you should accomplish in order to pass this module.

You may learn English in **Easy English for Package C** as a self-learning module. Even though, you may learn by yourself, in a pair, in a small group, even in a whole class. You

will listen, you will read, and you will learn something new in this module. Finally, enjoy the module and start to learn English easily.






Let's have fun learning English and wish you get all the best!





Author

Guideline

How to use this module?

There are several steps in using this module!

 Guideline	Step 1 Read the guideline! Guideline is a general explanation on each step how to use the module. (Petunjuk penggunaan adalah penjelasan umum setiap langkah bagaimana menggunakan modul ini)
 Learning Outcomes	Step 2 Read the learning outcomes! Learning outcomes are the outcomes that a learner should accomplish. (Tujuan atau capaian pembelajaran yang harus dipenuhi oleh peserta didik)
 Learning Activities	Step 3 Do the learning activities! Learning activities are various activities to help a learner develop their language skills. (Kegiatan pembelajaran yang membantu peserta didik mengembangkan ketrampilan berbahasa).
 Summary	Step 4 Read the summary! Summary is a brief explanation to remind the learner about the previous material. (Rangkuman merupakan penjelasan singkat untuk mengingatkan kembali peserta didik terhadap isi materi).
 Grammar	Step 5 Grammar Zone! In this session you have to pay attention to the grammar related to the content of unit. (Pada bagian ini, Anda harus memperhatikan grammar yang sesuai dengan isi materi pada unit tersebut).

 Completeness Criteria	Step 6 Set the completeness criteria! Completeness Criteria is several criteria a learner should complete to finish this module before moving to the next module. (Kriteria ketuntasan adalah kriteria yang harus dipenuhi oleh peserta didik untuk menyelesaikan modul ini).
 Evaluation	Step 7 Evaluation! Evaluation is certain short test to make sure whether the learners mastering the lesson very well. (Evaluasi adalah beberapa soal pendek yang diberikan untuk memastikan bahwa peserta didik telah menguasai materi dengan baik).
 Additional References	Step 8 Pay attention to this! Additional references to enrich materials in order to develop language skills. (Referensi atau sumber belajar lain yang dapat digunakan peserta didik untuk menambah kemampuan berbahasanya.)
 Next module	Step 9 Go the next module, if you set the completeness criteria ! (Menuju modul berikutnya setelah menyelesaikan evaluasi Modul 12).

NOTE: Use the DICTIONARY when it is necessary.
(Gunakan kamus apabila diperlukan).

Completeness Criteria

You are declared passing and can continue to study to the next module, if you reach the 80 score criteria. You must complete all the assignments and practice questions contained in this module. Do your best to achieve the criteria.

Happy learning and good luck!

Anda dinyatakan lulus dan dapat melanjutkan belajar ke modul berikutnya jika mencapai kriteria skor 80. Anda harus menyelesaikan semua tugas dan latihan soal yang ada pada modul ini. Lakukan yang terbaik untuk mencapai kriteria. Selamat Belajar dan semoga sukses

UNIT 1

NEED A JOB BADLY



Source: Private collection (writer's property)



Learning Activities

- I. Activity 1 : Learn about application letter, vacancy, job position, curriculum vitae and qualification



Source: <https://www.cartoonstock.com>

Lead in

What do you say if someone looking for a job ?
What kind of letter that needed by someone who looking for a job ?

A. Look at the job vacancy below!

Community Health
Medical Teams Project

Manager International. Inc. Pidie District (NAD). Pulau Nias (Sumut).

MTI is seeking qualified candidates to manage its Community Health Projects in Sigli, NAD and Pulau Nias. Candidates who meet the qualifications below are encouraged to e-mail their CVs to: admin@mti-indonesia.org.

Responsibilities:

1. Develop an action plan for community health project.
2. Help recruit, hire and mentor local community health staff.
3. Develop a network of community health activities in the targeted area.

Desired Minimum Qualifications:

1. University degree, with a community health background
2. At least four years experiences in project work and management.
4. Proficient in English, Indonesia and preferably Bahasa Aceh or Nias.

Benefits:

Good salary housing allowance (if relocated) and health insurance.

Learning Outcome

Comprehending : Application letter

Practice to construct : curriculum vitae, vacancy job

Characters building : Politeness, confidence, collaboration, communicative

A growing fast company offers some professionals to fulfill the position at the main office in Medan

The positions are:

1. Secretary
2. Programmer
3. Marketing executives

With the background qualifications:

1. Graduating from S-1 degree
2. Able to operate the computer well
3. Good communication in English
4. Having experience with related position at least 2 years.

Send the application to “Waspada Daily Newspaper” at least 1 week after now.

We, a mining consultant company, are looking for:

A SENIOR SECRETARY

1. Female, graduate from a reputable university.
2. Min. 5 years of work experience
3. Good command of English (oral & written)
4. Computer literate (min. Word, Excel, Internet)

Please submit your complete application, resume and recent photograph not more than 10 days after this ads to:

HRD PT CITRA ENERGY DEVELOPMENT

Wisma Emha Jln. Wijaya I No. 11A, Kebayoran Baru, Jakarta Selatan (12170)

Fax No : 021- 7207978

e-mali address : mitraenergy@cbn.net.id

Only short listed candidates will be notified.

May 21, 2018

Cipinang Lontar No 61 Jatinegara

Jakarta Timur 13420

Dear Mr. Brown.

Thank you so much for taking the time to interview me for the volunteer position. I truly appreciate the opportunity. I believe this opportunity is very beneficial for improving the quality of my current personal life as well as in the future.

If you need more information regarding my past experiences, I would be more than happy to provide you with any information which would be helpful.

Again, thank you very much for the time you spent with me.

Sincerely,

Rina Yuliati

Source buku: LKS SMU Kelas XII (MGMP Karanganyar)

Answer the following questions based on the text above

- 1) What is each job application trying to tell you?

.....

- 2) How do you apply for a job?

.....

- 3) What do you need to apply for a job?

.....

- 4) What is a good application letter?

.....

- 5) What elements should you put in a good application letter?

.....

B. Group work: Match the question and the answer

In a group of three or four (find your own) , match the “how to write a letter of application for a Job” on the column with each part of the application letter sample below.

How to Write a Letter of Application for A Job

- a. Begin the letter by telling the employer why you want the job and why the job would be suitable for you
- b. Begin with your contact information at the top so they can reply to you . This should include your whole address and phone number(s).

- c. The next paragraph should include the most relevant aspects of your career.
- d. In the next paragraph, you can summarize your strengths and any particular qualification or experience that would be considered relevant to the post.
- e. Next, state the position to which you are applying so that the employer knows for certain
- f. Write the name of the employer to whom you are applying for the job, include the address.
- g. Write the date in the letter
- h. Write the name of the person to whom you are writing
- i. If they are going to contact you , at the bottom of the letter but before your closing and signature, write i look forward to hearing from you at your earliest convenience
- j. End appropriately. Use yours sincerely or yours faithfully.
- k. Sign and write your name underneath
- l. Finally explain how you think you can contribute to the company and help it become successful

MENTION THE PART OF APPLICATION LETTER

No.	Content	Part of Application Letter
1.	Ramadhan Yudha Pratama 7 Tebu ireng St Bandung INA 40615 Phone 085647463409 Email ramadhanyudhapratama@gmail.com	
2.	Amanda Hasna Nurfitriana, Ltd Attn Yogya Sembiring 100 Permai 28 St Bandung,40316	
3.	March 23, 2018	
4.	Dear Mr Yogya,	
5.	I am writing to you to express my interest in the Office Manager position currently available at Amanda Hasna Nurfitriana, Ltd. I believe that I am an excellent fit for this position, given my extensive background in office management and administration.	

6	I believe that the office manager is the driving force of the business support team, and I know that my skill and qualification prove my ability to fill that role. In the job description for the position that Amanda Hasna posted, there were some requirements that stood out of me.	
7	a. Most poses the ability to support a busy office by maintaining office systems and managing staff. b. Required to manage office efficiency through support a systems and staff, setting clear objectives and completing tasks with a deadline. c. Exceptional professional interpersonal skills a must, as the right candidate will be interfacing with company staff, clients and partners on a daily basis.	
8	In my previous role, I successfully supported an office of over 100 people. I have always had a natural ability to work well with people, help customers and mess with office staff. I understand that good interpersonal skills allow for a more comfortable and cohesive office environment. I believe that after you have reviewed my application and resume you will see that I have an excellent skill set with matches your requirement perfectly. If you have any further questions or require additional documentation, please feel free to contact me. Thank you for your time and consideration.	
9	Respectfully, Ramadhan Yudha Pratama	

C. Read the following passages and answer the question that follow!

Passage 1

Personnel Manager

PT. Ungu

Jl. Hayam Wuruk 25 A

Jakarta 15677

Dear Personnel Manager :

I believe my 10 years of accounting experience might be an asset to PT. Ungu, and therefore I have enclosed my resume for your consideration.

I seek a stable opportunity and strongly identification with Carolina Herrera. I was fully responsible for the preparation of monthly consolidated financial statements for management and public reporting, and the Annual Report to Shareholders-and shared responsibility with the Corporate Controller in maintaining operating units compliance with the PSAK.

When can we set up an interview? I may be reached at 021 442-5770. Your consideration is greatly appreciated.

Sincerely,
Your Name

(Source: Buku LKS SMU Kelas XII MGMP Karanganyar 2008)

1. What is the text about ?
 - a. A resume
 - b. A proposal
 - c. A curriculum vitae
 - d. An appealing letter
 - e. An application letter
2. What is the position that offered by the company?
 - a. Personal manager
 - b. Security
 - c. Secretary
 - d. Accountant
 - e. Officer
3. From the text we know that the applicant want to...except
 - a. Wanted to share the responsibility with the corporate controller
 - b. Set up the interview
 - c. Seek a stable opportunity and strongly identification with Carolina Herrera
 - d. Responsible for the preparation of monthly consolidated financial statements for management and public reporting.
 - e. Established an editing consultant.

Passage 2

Dear Hiring Manager

I read your job posting on Craig's list for an Assistant Director with interest. In my position as an Assistant communication Director for ABC Company, I wrote articles for the company website, managed contributing articles, and wrote and sent a weekly email newsletter to subscribers.

While Assistant Communication Director for Assembly person Janet Brown, I researched, drafted and amended legislation, wrote press releases, and was responsible for office communication and correspondence.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you, Thank you for your consideration.

Yours sincerely,
Ratu Kadita

4. What position is Ratu Kadita applying for?
 - a. An Assistant director
 - b. A website maintenance consultant
 - c. An Assistant communication director
 - d. A newsletter subscriber
 - e. A writer of articles
5. What was not Kadita's previous duty?
 - a. Writing press release
 - b. Being in charge of office communication and correspondence
 - c. Doing research for a legislation
 - d. Making legislation drafts
 - e. Socializing legislations

This text is for question 6-7

A fast growing textile factory in Cileungsi is looking for an enthusiastic, committed, highly motivated, qualified, dynamic, and professional person to fill the post of ENGINEERING MANAGER (code. Mngr)

1. Age minimum 30 years old.
 2. S1 graduate from reputable Technical Faculty,
 3. especially from Electronic or Mechanical
 4. Engineering.
 5. Can work as a team player, self-driven, assertive and smart worker.
 6. Minimum 3 years experiences in the same position.
 7. Having experience in a factory is an advantage.
 8. Computer literate such as VB, Macro,C.Delphi.
 9. Can speak and write English fluently (some mandarin will be additional advantage)
- If you meet the above requirements, please send your application letter with a detailed resume and a recent photograph within 1 (One) week from today to:

Dept. HRD GA
PO Box 4631
JKT 11046

"Put your code on the left corner"

6. What kind of text is it?
- | | |
|----------------------|--------------------------------|
| a. A job vacancy | d. An application letter |
| b. A business letter | e. An invitation for a meeting |
| c. An announcement | |
7. Among the qualifications, all the applicants should
- live downtown.
 - have a computer.
 - be an S1 graduate from any faculty.
 - be able to communicate in English.
 - have at least 30 years of experience.

This text is for questions number 8 to 10.

A growing fast company offers some professionals to fulfill the position at the main office in Medan

The positions are:

- Secretary
- Programmer
- Marketing executives

With the background qualifications:

- Graduating from S-1 degree
- Able to operate the computer well
- Good communication in English
- Having experience with related position at least 2 years.

Send the application to “**Waspada Daily Newspaper**“ a least 1 week after now.

8. The positions are open to anybody who are expected in the following, except
- | | |
|---------------------|---------------------------------|
| a. Marketing | d. Computer programming |
| b. Managerial task | e. Designing a computer program |
| c. Secretarial work | |
9. Supposing the ad was on the newspaper on Wednesday, 2nd of August, when should be the deadline of the application.
- | | |
|-----------------------------|-----------------------------|
| a. Tuesday, 8th of August | d. Wednesday, 8th August |
| b. Tuesday, 9th of August | e. Wednesday, 9th of August |
| c. Thursday, 10th of August | |

10. “A growing fast company offers some professionals to ... in Medan. (line 1)
The underlined word refers to
- Immature and uneducated persons
 - Innocent and unqualified persons
 - Competent and experienced person
 - Unskilled and undeveloped persons
 - Amateur and inexperience persons

D. Read the application letter below and translate into Indonesian.

Jl. Lawu 506
Karanganyar, Middle Java
April 15, 2017
HRD Manager
Novotel
Jl. Slamet Riyadi 307
Surakarta
Dear Sir or Madam

I am writing to apply for the job as a **Receptionist / General Assistant**, which you advertised recently in the local newspaper “ **Solo Post**”

I am 24 years old. I graduated from “ **Academy of Secretary**”. I took an English course for Active Communication and a training program for **secretary held by SOLOCOM**.

Since leaving **college** I have had several years experience doing **secretarial and general office** work in **Semarang**, including several months as a **receptionist** for a large company. At the moment I am working as a **receptionist at Grand Hyatt Hotel in Surabaya, an international hotel with five stars**. I have been employed there for **five months**.

I am interested in working as a **receptionist** in your **hotel** as I enjoy **hotel** work and now I would like to broaden my experience.

I enclose my recent photograph and complete curriculum vitae. I would be happy to send any further details you may require. I would be available for an interview at any time you like. Thank you very much for your consideration and I look forward to hearing the good news from you in the near future.

Yours faithfully,
Sisca Pramudyawati

II. Activity 2: Listen and learn to apply for jobs in this video



Source: <https://www.cartoonstock.com>

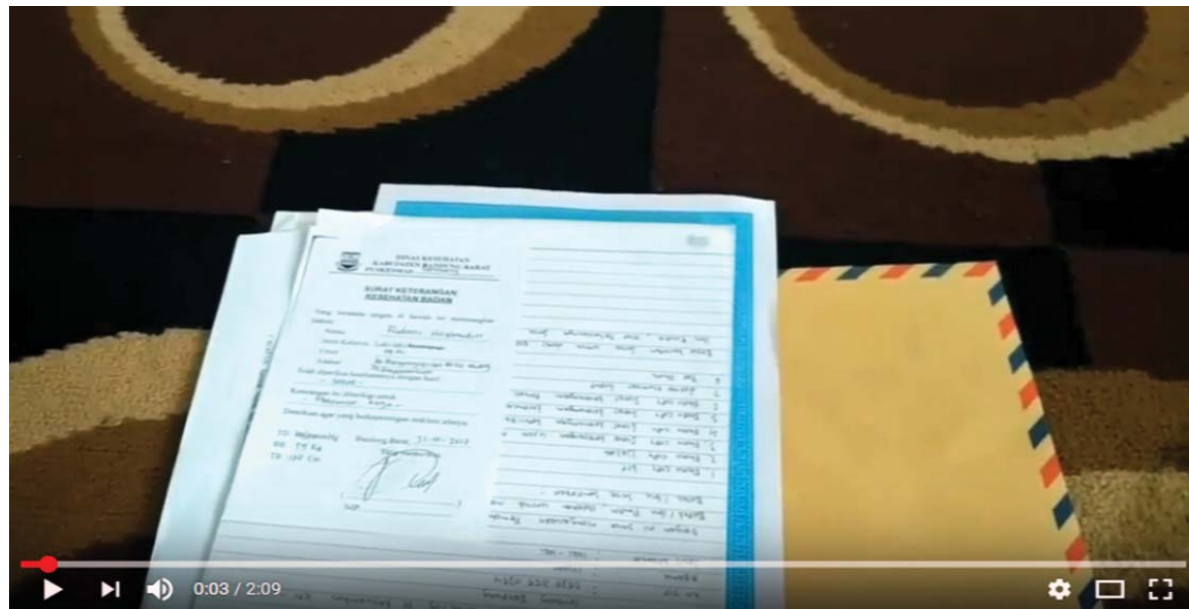
Lead in

How to apply for a job through on line and post office

A. Listen and Learn

1. Open the link below the news then answer the question briefly!

<https://www.youtube.com/watch?v=TyrLcZeBLnc>



a. What documents must be prepared to apply for work by post?

.....

.....

.....

b. How to compile documents applying for work by post?

.....

.....

.....

c. Practice to make an application letter by post!

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

2. Listen and learn the contents of this video

<https://www.youtube.com/watch?v=tqKoXWjAP8I>



d. What documents must be prepared to apply for through by email?

.....

.....

.....

e. How to compile documents applying for through online media?

.....

.....

.....

UNIT 2

HARD WORKER OR SMART WORKER?



Source :<https://www.youtube.com/watch?v=1t1ObbelGmk>

Learning Outcome

Comprehending : Profession

Practice to construct : hard worker

Characters building : Politeness, collaboration, confidence, communicative

Learning Activities

A. Activity 1: Get to know profession and success



Source: <https://www.cartoonstock.com>

Lead in

Get to know profession, success and how to work hard

1. Can you identify what are they doing? What are their profession from the picture below?

Picture 1



Source: riaupos.com

Picture 2



Source: riaonline.co.id

Picture 3



Source: hulondalo.id

Picture 4



Source: <https://www.anera.org/stories/ahlam-photographs-joyous-occasions/>

Write the description of each picture above!

a. Picture 1

Blank lined writing area for response to Picture 1.

b. Picture 2

Blank lined writing area for response to Picture 2.

c. Picture 3

Blank lined writing area for response to Picture 3.

d. Picture 4

Blank lined writing area for response to Picture 4.

2. From the illustration below can you identify which business people will get successful in his/her life?

	<p>My name is Eni Hamsuri. I have started a batik business here in Yogyakarta. It is very difficult to get started. The customers are very difficult. They want more modern designs, but my workers can only produce traditional designs, I sell mostly to older people who still like the traditional designs. However, the older generation do not spend as much as the younger generation on clothes. What can I do without more modern designs?</p>		<p>I'm Hendra. I have a food stall on Jalan Parang Barong here in Ciamis. I am getting to know what the customer like. The customer is the King. If I want to stay in business I have to please the customer. I study the needs of my customers and then I satisfy their needs. It is simple.</p>
	<p>My name is Hadiwarsito. I have a cassette music stall in Indramayu. I sell mostly American pop music because that is what I like. If customers ask for Indonesian pop I tell them that it's not good and suggest them to buy American instead. I don't make a lot of money but I like listening to the music. I'm not worried about money. I enjoy my business.</p>		<p>My name is Ida Kusuma. Maybe you have heard of my cassette music stall in Surakarta-Kusuma's cassettes? It's the best there is! Many people come to buy from me because they know that I have thousands cassettes of every type pop, traditional, gamelan, jazz and so on. Every customer that buy a cassette from me gets a free ticket from my box and the winners gets on free cassette of their choice. This kind of advertising is very effective.</p>

3. Complete the passage below using the suitable words! Read and complete the text below.

Wayne Thornton wants a job with "Acme Electronics". He is talking to the personnel manager, Mr Dalton.

Mr Dalton: Ah, come in. It's Mr Thornton, isn't it?

Wayne: Yes, that's right.

Mr Dalton: Please (1) a seat. Now, I see from your letter that you are interested

_____ (2) the position of sales assistant. Well, I _____ (3) to find out a little bit more about you. Can you _____ (4) a computer?
 Wayne: Yes, I can. I _____ (5) use "Word" and "Excel" quite well.
 Mr Dalton: That's good. And can you _____ (6) ?
 Wayne: Yes. I passed my test last year.
 Mr Dalton: What about _____ (7) languages? Can you _____ (8) French or Spanish?
 Wayne: I can speak a bit of French, but I _____ (9) speak Spanish.
 Mr Dalton: Hmm. That's a pity. South America is a very important market for us. Well, no doubt we can _____ (10) you on a course. Well, is there _____ (11) you'd like to ask me?
 Wayne: Can you _____ (12) me how much the salary is?
 Mr Dalton: Well, that depends on results. A good salesman can _____ (13) a very good salary. Well, thank you, Mr Thornton. We'll be in touch.
 Wayne: Thank you. Goodbye.

Sumber: <https://www.learnclick.com/cloze/show/893>

4. VOCABULARIES

Match the correct meaning of the vocabularies words

No	Vocabularies	The meaning of the words	Answers
1	Allowance	a. Condition related to a certain event	
2	The difference	b. Drawing , diagram or illustration	
3	Deserved	c. Money that someone pay for their journey	
4	Take home pay	d. Weekly payment for works	
5	Circumstances	e. A particular amount of money	
6	Fares	f. Someone who is unable to do something because of physical reasons	
7	Figures	g. Money that is given regularly to someone	
8.	Worth	h. Money that is paid for his /her job	
9	Wages	i. The reduction of the take home pay because of giving up half time job	
10	Disabled man	j. Getting a reward for his actions or quantities	

B. Activity 2: Hard Worker or Smart Worker



Source: <https://www.cartoonstock.com>

Lead in

Which one do you prefer, hard or smart worker?

1. Listen and Learn

- a. Open the link below the news then answer the question briefly!

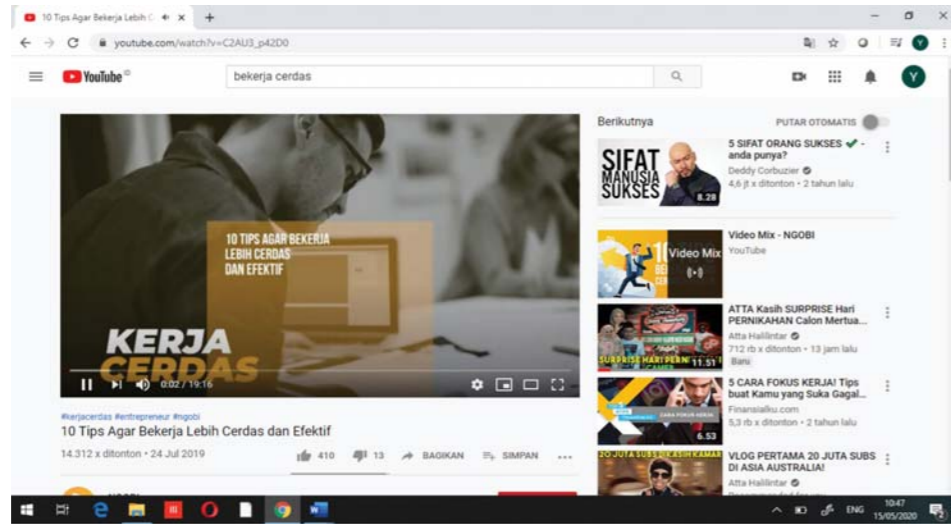
<https://www.youtube.com/watch?v=Qp7mCAYUaUU>



- 1) What is the content of the video above?
.....
- 2) Do we must work hard?
.....
- 3) Why do we have to work hard ?
.....
- 4) When do we start to work hard?
.....
- 5) Can you give your opinion about the kid on the video?
.....

b. Check to the next video below!

https://www.youtube.com/watch?v=C2AU3_p42D0



- 1) What are the ten tips of smart worker?
.....
- 2) Which one is better work in long time or proper time?
.....
- 3) Is it important to make a priority job? Why?
.....
- 4) What do you think about the idiom "I hate Monday"?
.....
- 5) Do you need vacation on weekend? Why?
.....

c. Now check the last video! Check the link below!

<https://www.youtube.com/watch?v=kyJh85JbMps>



- 1) What do you think about Pablo?
.....
- 2) What do you think about Bruno?
.....
- 3) Which one is better Pablo or Bruno? Why?
.....
- 4) Give your opinion, what do you want to be? Pablo or Bruno?
.....

2. Read the text below!

“ 4 Steps to work hard”

Working hard is one of the keys to success. There are 4 ways to motivate your self to work hard:

- ▶ Focus on the final goal
- ▶ Make friends with people who like work hard
- ▶ Simplify existing work
- ▶ Positive thingking

Answer the question according to the text above!

- a. What do you think about working hard?
.....
- b. Why should we focus on work?
.....
- c. Have you worked hard in learning?
.....
- d. What is your response to friend who work hard?
.....
- e. Besides the teks above, what are the step to motivate us to work hard?
.....



How To Make An Employee Letter

A. Make an application letter

An application letter is a form of formal letter (formal letter). Therefore there are some important things to consider when writing a job application letter, including:

1. Model letters that meet the general requirements of an official letter, namely:
 - a. Writer’s address

Evaluation

A. Answer the following question!

Urgently Required

- A Chef
- Willing to work late nights
- Able to cook European and American cuisines
- At least 2 years experience
- Carefully and tidy

1. Which one is the correct qualification of an applicant required?
 - a. at least 3 years experience
 - b. he/she is European
 - c. friendly worker
 - d. no experienced
 - e. careful and neat
2. What should an applicant do if he/she interested in?
 - a. Do a cooking test not more than two weeks after the ads.
 - b. Participate in an in-house training.
 - c. Attend an interview at the restaurant.
 - d. Send an application letter.
 - e. Contact the owner of the restaurant.

Jl. Kusuma No. 99
Medan
5th January 2016

Human Resource Department Chief
Sehati Hospital
Jl. Flamboyan No.56
Medan

Dear Sir/Madam,

I am writing to apply for the position of a nurse at your hospital which was advertised online, on 4th January 2016.

- b. Salutation (dear, sir) + addressee name
 - c. Body of letter (contents)
 - d. Closing of the letter
 - e. Signature + writer's name
2. Short, only contains the main points, for example:
 - a. Brief applicant's identity
 - b. Type (position) of the job being applied for
 3. Direct to the point (not to beat)

B. Making a Curriculum Vitae

Important things to note on the curriculum vitae:

1. Fill in a curriculum vitae
 - a. Personal identity
 - b. educational background
 - c. Job Experiences
 - d. Etc
2. Write the actual situation
3. Must be equipped with physical evidence

Summary

This module has (two) 2 units. Each unit has (two) 2 activities. To support the module, also equipped with evaluation question. In this module, we learn about how to make application letter.

There are many aspects in this application letter such as:

1. Date and address which we send
2. Greeting to begin the letter
3. Content
4. Closing
5. Signature

In this module, also explained about: various professions, how to explain for success and how to motivate to work hard. There are 4 steps to work hard: focus on the final goal, make friends with people who like work hard, simplify existing work and positive thinking. Hopefully this module will be usefull for teacher and students in learning.

I graduated from a Nursing Academy in Yogyakarta and worked in a reputable hospital in Yogyakarta for two years. Now, I have to move to Medan due to several reasons and am interested in working at your hospital. My internships and recent work have provided me with a lot of experiences, which will be useful for my work here.

I am adroit, hard working and can work individually or in groups. I have attended several training programmes to improve my nursing abilities. Further, you can see details of my qualifications in my curriculum vitae.

I am available any time for an interview. You can contact me on 0899977334477. Thank you.

3. How did Renny know about the job vacancy ?
 - a. She read a magazine.
 - b. Her friend told her about it.
 - c. She read a daily newspaper
 - d. She browsed the internet.
 - e. She read about it on an announcement board at the hospital.
4. Suppose Renny is accepted at the hospital. What is her duty ?
 - a. Prepare medicines.
 - b. Treat patients.
 - c. Cure patients.
 - d. Do surgery.
 - e. Check patients' blood in the laboratory.
5. "I am adroit, hard working and can work individually or in group". The word "adroit" in the sentence above has the same meaning as....
 - a. Skillful
 - b. Afraid
 - c. Familiar
 - d. Kind
 - e. Enable
6. The following statement is true based on the text above, except....
 - a. Renny writes details of her qualifications in her curriculum vitae.
 - b. Renny wants to apply for the position of a nurse of Yogyakarta hospital.
 - c. Renny has to move to Medan for several reasons.
 - d. Renny has attended several training programmes.
 - e. The application letter is written at 5th January 2016.

7. What is he ?
 - a. Carpenter
 - b. Stewardess
 - c. Waiter
 - d. Shop assistant
 - e. Farmer
8. What is he ?
 - a. Policeman
 - b. Security
 - c. Postman
 - d. Steward
 - e. Pilot



Teks untuk soal no 9-10

Taylor, Inc694
Rockstar Land
Durham, NC 2778

Dear Human Resources,

I just read an article in the New Observer about Taylor's new computer centre in North Durham. I would like to apply for a position as entry-level Programmer at the centre.

I understand that Taylor produces both in-house and customs documentation. I am a fresh graduate of De Vry Institute of Technology in Atlanta with an Associate's degree in Computer Science. In addition I have taken a broad range of courses, I served as a computer consultant at the college's computer centre where I helped training computerusers on new systems.

I will be happy to meet you at your convenience and discuss how my education and experience match your needs. You can reach me at (919)233-1552.

Sincerely,
Raymond Krick

9. What is the text about ?
 - a. An order letter
 - b. An application letter
 - c. A complaint letter
 - d. A reservation letter
 - e. An invitation letter

10. "You can reach me at . . ." (3rd paragraph)

The underlined word has the similar meaning to . . .

- a. Take
- b. Send
- c. Give
- d. Contact
- e. Ask

B. Esay test

What are their jobs?

1. Norma works in a hospital. She helps the doctor cures the patients. She is a _____.
2. Arman joins in band. He can play music instrument. He is a _____.
3. Mr. Marto has rice field. He also has many pets in his back yard. Mr. Marto is a _____.
4. Mr. Amirudin goes to sail in the sea every night. He comes at the morning and sells his fish in the market. He is a _____.
5. Mr. Imam cut men's hair. He is a _____.

Additional Resources

Bacalah Source lain untuk memperkaya pengetahuan pada modul ini, seperti:

- ▶ Buku Bahasa Inggris untuk SMA
- ▶ Developing English Grammar
- ▶ Link youtube terkait dengan "job application letter, smart work, and hard work"

Go To The Next Module!

Now you have finished learning module 12. You will be pleased to continue to the next module. In module 13 you will learn about:

UNIT 1 : What does It Say?

- ▶ caption
- ▶ nominal phrase

UNIT 2 : Each Colour Has Its Meaning

- ▶ table, diagram, graphic

Assessment

Rubrik Penilaian

A. Penilaian Sikap

1. Teknik Penilaian : Observasi

2. Instruksi :

- Instrumen Observasi ini diisi oleh tutor yang mengajar tatap muka mata pelajaran Bahasa Inggris.
- Berdasarkan hasil observasi, berilah penilaian sikap pada peserta didik dengan menggunakan lembar pengamatan.

3. Instrumen

LEMBAR PENGAMATAN	
Nama Peserta Didik	:
Tingkat/Semester	:
Karakter yang dinilai	: Disiplin, kejujuran, kesopanan, komunikatif, percaya diri, kerjasama, religius dan tanggung jawab

No.	PERNYATAAN	SKOR			
		4	3	2	1
1.	Peserta didik mengumpulkan tugas tepat waktu.				
2.	Peserta didik mengerjakan tugas mandiri dengan tidak mencontek pekerjaan rekan yang lain.				
3.	Peserta didik menunjukkan sikap sopan dan menghargai tutor.				
4.	Peserta didik melakukan komunikasi secara aktif dengan cara yang baik dan sopan terhadap tutor.				
5.	Peserta didik menunjukkan sikap percaya diri, tetapi tidak angkuh dalam mengerjakan tugas mandiri maupun kelompok.				
6.	Peserta didik menunjukkan kerjasama yang baik dengan rekan yang lain dalam mengerjakan tugas kelompok.				
7.	Peserta didik menunjukkan perilaku taat beragama, menjalankan ibadah sesuai dengan ajaran agamanya.				

8.	Peserta didik menunjukkan tanggungjawab dalam melaksanakan tugas pribadi maupun kelompok tanpa mengeluh dan mengerjakan secara bersungguh-sungguh.				
Total per skor					
Total Skor Keseluruhan					

Keterangan:

- Skor 4 diberikan apabila peserta didik SELALU menunjukkan SIKAP dan PERILAKU baik.
- Skor 3 diberikan apabila peserta didik SERING menunjukkan SIKAP dan PERILAKU baik.
- Skor 2 diberikan apabila peserta didik KADANG-KADANG menunjukkan SIKAP dan PERILAKU baik.
- Skor 1 diberikan apabila peserta didik JARANG/TIDAK PERNAH menunjukkan SIKAP dan PERILAKU baik.

4. Cara Menilai

- Nilai skor maksimal = 32
- Nilai diperoleh = $\frac{\text{Skor yang diperoleh} \times 100}{32}$
- Contoh
 Skor yang diperoleh = 28
 Nilai yang diperoleh = $\frac{28 \times 100}{32} = 87,5$

B. PENILAIAN PENGETAHUAN DAN KETERAMPILAN

1. Teknik Penilaian : Penugasan

2. Instruksi :

- Penilaian ini dilakukan oleh tutor dengan cara mengevaluasi hasil pekerjaan peserta didik berdasarkan tugas-tugas yang diberikan.
- Nilai maksimal untuk masing-masing tugas adalah 100.
- Selanjutnya setiap nilai tugas pada modul ini dijumlah dan diambil nilai rata-rata penugasan.
- Contoh, jumlah tugas pada unit 1 sebanyak 10 tugas. Rata-rata nilai diambilkan dari:

$$\frac{\text{Jumlah nilai tugas Unit 1 keseluruhan}}{10} = \frac{\text{NILAI RERATA}}{10} \rightarrow \frac{850}{10} = 85$$

C. RUBRIK PENILAIAN DAN KUNCI JAWABAN

Rincian tugas tersebut dapat dilihat sebagai berikut:

1. Unit 1 Activity 1, Tugas A. Look at the job vacancy

No	Question	Answer	Score
1.	What is each job application trying to tell you?	<ul style="list-style-type: none"> • Community Health medical look for manager who can develop a network and action plan • A growing fast company looking for a secretary, programmer, and marketing executive • A mining consultant company looking for senior secretary • Mr. Brown looking for volunteer 	20
2.	How do you apply for a job?	Make an application letter and send it to the company	20
3.	What do you need to apply for a job?	A requirement that fulfil for the job	20
4.	What is a good application letter?	Application letter must have complete elements	20
5.	What elements should you put in a good application letter?	A good application have many aspects such as address, date, greeting, content, signature, closing	20
Total score			100

2. Unit 1 Activity 1, Tugas B. Mention the part of application letter.

No	Jawaban	Score
1	I	10
2	F	15
3	G	15
4	H	10
5	A	10
6	E	10
7	D	10
8	C	10
9	J	10
Total score		100

3. Unit 1 Activity 1, Tugas C. Answer the question according to the passage

No	Passages	Jawaban	Score
1	1	E	10
2	1	D	10
3	1	E	10
4	2	C	10
5	2	E	10
6	3	A	10
7	3	D	10
8	4	B	10
9	4	A	10
10	4	C	10
Total score			100

4. Unit 1 Activity 1, Tugas D. Translate to Bahasa Indonesia

Application Letter (English)

Jl. Lawu 506
Karanganyar, Middle Java
April 15, 2017

HRD Manager
Novotel
Jl. Slamet Riyadi 307
Surakarta

Dear Sir or Madam

I am writing to apply for the job as a Receptionist / General Assistant, which you advertised recently in the local newspaper "Solo Post"

I am 24 years old. I graduated from "Academy of Secretary". I took an English course for Active Communication and a training program for secretary held by SOLOCOM.

Since leaving college I have had several years experience doing secretarial and general office work in Semarang, including several months as a receptionist for

a large company. At the moment I am working as a receptionist at Grand Hyatt Hotel in Surabaya, an international hotel with five stars. I have been employed there for five months.

I am interested in working as a receptionist in your hotel as I enjoy hotel work and now I would like to broaden my experience.

I enclose my recent photograph and complete curriculum vitae. I would be happy to send any further details you may require. I would be available for an interview at any time you like. Thank you very much for your consideration and I look forward to hearing the good news from you in the near future.

Yours faithfully,

Sisca Pramudyawati

Curriculum Vitae

Name : Sisca Pramudyawati
Date of Birth : December 22, 1985
Place of Birth : Karanganyar, Central Java
Sex : Female
Address : Jl. Lawu 506 Karanganyar, Central Java
Email Address : SiscaPramu @ yahoo.com
Formal Education : AUB Majoring Academy of Secretary Surakarta, Central Java
Hobby : Reading book, swimming

Work Experience:

1. On the job training at " SOLOCOM " for English Conversation
2. Seruni Hotel Worked as receptionist July, 2004 – September 30, 2005
3. Asia Hotel Worked as receptionist October, 2005 – August 31, 2007
4. Grand Hyatt Hotel Worked as receptionis September 2007 – up to now

Surabaya, April 15, 2017

Yours faithfully,

Sisca Pramudyawati

Translate to Bahasa Indonesia

Jl. Lawu 506
Karanganyar, Jawa Tengah
15 April 2017

HRD Manager
Novotel
Jl. Slamet Riyadi 307
Surakarta

Dear Sir atau Madam

Saya bermaksud untuk melamar pekerjaan sebagai Resepsionis / Asisten Umum, yang Anda iklankan di surat kabar lokal "Solo Post" saat ini.

Saya 24 tahun. Saya lulus dari "Akademi Sekretaris". Saya mengambil kursus bahasa Inggris untuk aktif berkomunikasi dan program pelatihan sekretaris yang diadakan oleh SOLOCOM.

Sejak meninggalkan perguruan tinggi, saya telah memiliki pengalaman kerja kesekretariatan dan jabatan umum selama beberapa tahun di Semarang, termasuk beberapa bulan sebagai resepsionis pada sebuah perusahaan besar. Saat ini saya bekerja sebagai resepsionis Grand Hyatt Hotel di Surabaya, sebuah hotel internasional dengan bintang lima. Saya sudah bekerja di sana selama lima bulan.

Saya tertarik bekerja sebagai resepsionis di hotel Anda karena saya senang dengan pekerjaan hotel dan sekarang saya ingin memperluas pengalaman saya.

Saya lampirkan foto terbaru dan riwayat hidup lengkap. Saya akan dengan senang hati mengirimkan keterangan lebih lanjut yang mungkin Anda butuhkan. Saya akan bersedia untuk wawancara kapan saja Anda memiliki waktu. Terima kasih banyak atas pertimbangan Anda dan saya berharap dapat mendengar kabar baik dari Anda dalam waktu dekat.

Salam sejahtera.

Sisca Pramudyawati

Daftar Riwayat Hidup

Nama : Sisca Pramudyawati
 Tanggal Lahir : 22 December 1985
 Tempat Lahir : Karanganyar, Jawa Tengah
 Jenis Kelamin : Perempuan
 Alamat : Jl. Lawu 506 Karanganyar, Jawa Tengah
 Alamat Email : SiscaPramu @ yahoo.com
 Pendidikan Formal : AUB Jurusan Akademi Sekretaris Surakarta, Jawa Tengah
 Hobby : Membaca buku, berenang

Pengalaman Kerja:

1. Pelatihan kerja di "SOLOCOM" untuk Percakapan Bahasa Inggris
2. Hotel Seruni bekerja sebagai resepsionis, Juli 2004 - 30 September 2005
3. Asia Hotel bekerja sebagai resepsionis Oktober 2005 - 31 Agustus 2007
4. Grand Hyatt Hotel bekerja sebagai resepsionis September 2007 - hingga sekarang

Surabaya, 15 April 2017

Salam sejahtera,
 Sisca Pramudyawati

5. Unit 1 Activity 2, Tugas A.1. Learn and Listen

No.	Answer	Score
1.	Application letter, Photo, Identity card, Certificate of Education, Doctor License, Life story List, etc	20
2.	By insert to the envelope all of the documents and the send it to the company addressed by post office	20
3.	<p>Contoh Yogyakarta, December 16, 2018</p> <p>Dear HRD Manager PT. Rocket Management Group Jl. Marsda Adisucipto No. 8, Yogyakarta Subject: Job Application</p> <p>Sincerely, Based on the information I obtained from the Kompas daily newspaper on 15 December 2018 that PT Rocket Management</p>	

<p>opens several job openings. With this letter of application, I want to join the company Mr./Mrs. lead by applying for a Marketing position at PT Rocket Management Group. Here is my brief data: Name : Noor Saputra Place/date of birth : Sleman, March 8, 1985 Gender : Male Last education : S1 Accounting Address : Jl. Mangkubuni No. 2, Sleman-Jogjakarta Telephone/mobile : 085879670132</p> <p>At present, I am in a healthy state physically and mentally. I am quite fluent in English and in working prioritizing honesty and hard work. In completing the required data and for your consideration, I enclose the following details:</p> <ul style="list-style-type: none"> • 3 x 4 size photo • Photocopy of KTP • Curriculum Vitae • Photocopy of the last diploma • Photocopy of SKCK • Photocopy of work experience letter <p>I hope to be a part of your company to be able to dedicate all my potential and abilities to the company that you currently lead. Thus this job application letter was made with the truth, and for the attention of Mr./Mrs., I thank you very much.</p> <p>Best regards, Signature Noor Saputro</p>	60
Total Score	100

6. Unit 1 Activity 2, Tugas A.2. Learn and Listen

No	Answer	Score
a.	Application letter, Photo, Identity card, Certificate of Education, Doctor License, Life story List, driving license, etc	50
b.	All of the documents must be send by email and the documents must be scan and compressed in small size, one by one to the addressed company.	50
Total score		100

7. Unit 2 Activity 1, Tugas A.1 dan Tugas A.2 Get to know profession and success

No	Answer	Score
1.	Picture 1: A chef is do the food preparation, cooked for a perfect taste, and garnishing food before its served.	25
	Picture 2: A police is protecting members of the public and their property, preventing crime, reducing the fear of crime and improving the quality of life for all citizens.	25
	Picture 3: A teacher helps their students to be passionate about learning and as a role model, mentor, caregiver and adviser.	25
	Picture 4: Photographers are artists with the camera, using a blend of technical skills and an artistic eye to take pictures of people, places, landscapes, food, etc.	25
Total score		100

8. Unit 2 Activity 1, Tugas A.2 successful business

No	Answer	Score
1.	Eni Hamsuri's batik business will not success. Cause can not produce the customers needs on modern batik designs.	25
2.	Hendra's food stall business will success. The key of a business is to treat customers as a king, therefore as an entrepreneur have to satisfy customers needs.	25
3.	Hadiwarsito's cassette music stall will not success. Only sell American pop music and don't care what customers needs.	25
4.	Ida Kusuma's cassette music stall will success. It's provide variety type of music such as pop, traditional, gamelan, jazz, etc and gave customers many kind of gift for free.	25
Total score		100

9. Unit 2 Activity 1, Tugas A.3 Complete the passage

No	Jawaban	Score
1	Take	10
2	In	10
3	Need	10
4	Use	10
5	Can	10
6	Drive	10

7	Foreign	10
8	Speak	10
9	Can't	10
10	Send	10
11	Anything	10
12	Tell	10
13	Earn	10
Total score		130

10. Unit 2 Activity 1, Tugas A.4 Complete the passage

No	Jawaban	Score
1	G	10
2	D	10
3	J	10
4	I	10
5	A	10
6	C	10
7	B	10
8	E	10
9	H	10
10	F	10
Total score		100

11. Unit 2 Activity 2, Tugas 1.a Listen and learn

No	Jawaban	Score
1.	It's about the struggle of the poor boy who have to survive his life because he doesn't come from rich family	20
2.	Yes we must	20
3.	We need to work hard because to get a better life	20
4.	We start to work hard from now, such as study hard as a student.	20
5.	They struggle for their life. They always feel grateful for any conditions.	20
Jumlah		100

12. Unit 2 Activity 2, Tugas 1.b Listen and learn

No	Jawaban	Score
1.	1. Make a weekly agenda 2. turn off the handphone 3. Avoid doing things simultaneously 4. Prioritize your work 5. Be perfectly organized 6. measure the results not time 7. make routine and tekuni 8. schedule regular breaks 9. finish what has started 10. automates more work	40
2.	Work in proper time is much better than work in long time	15
3.	Yes, it's important. Because by making priority work will make more efficient, effective and productive at work	15
4.	The weekend is over	15
5.	Yes, I need. Because it will reducing stress levels, increasing work productivity, feeling more confident and happy in living everyday life	15
Jumlah		100

13. Unit 2 Activity 2, Tugas 1.c Listen and learn

No	Jawaban	Score
1.	1. Make a weekly agenda 2. turn off the handphone 3. Avoid doing things simultaneously 4. Prioritize your work 5. Be perfectly organized 6. measure the results not time 7. make routine and tekuni 8. schedule regular breaks 9. finish what has started 10. automates more work	40
2.	Work in proper time is much better than work in long time	15
3.	Yes, it's important. Because by making priority work will make more efficient, effective and productive at work	15
4.	The weekend is over	15

5.	Yes, I need. Because it will reducing stress levels, increasing work productivity, feeling more confident and happy in living everyday life	15
Jumlah		100

14. Unit 2 Activity 2, Tugas 1.c Listen and learn

No	Jawaban	Score
1.	Pablo is a smart worker	25
2.	Bruno is a hard worker	25
3.	Pablo is better than Bruno. Because if I am a smart worker, I will have much time for myself and enjoy the life.	25
4.	I want to be a smart worker like Pablo. Money work for me, not I work for money.	25
Jumlah		100

15. Unit 2 Activity 2, Tugas 2 Answer the question based on the text

No	Jawaban	Score
1.	Working hard is one of the keys to success	20
2.	In order to be successful, responsible and qualified person	20
3.	Yes I have try it	20
4.	I give him or her good respond and applause	20
5.	Look for money, add income and responsible	20
Jumlah		100

D. PENILAIAN EVALUASI

1. Kriteria Penilaian Evaluasi

► Soal Pilihan Ganda

- 1) Jawaban benar, skor 1 = 1 x 10 soal = 10
- 2) Jawaban salah, skor 0 = 0 x 10 soal = 0
- 3) **Skor maksimal = 10**

► Soal Uraian

- 1) Jawaban lengkap dan tepat, skor 3 = 3 x 5 soal = 15
- 2) Jawaban kurang lengkap dan kurang tepat, skor 2 = 2 x 5 = 10
- 3) Jawaban salah, skor 1 = 1 x 5 = 5
- 4) **Skor maksimal = 15**

$$\text{Nilai Evaluasi} = \frac{\text{Jumlah skor pilihan ganda + uraian}}{25} \times 100 \%$$

Keterangan : NS = Nilai Sikap
 NPK = Nilai Pengetahuan dan Keterampilan
 NE = Nilai Evaluasi

Contoh:

Nilai sikap = 90
 Nilai Pengetahuan dan Keterampilan = 80
 Nilai Evaluasi = 75

$$\begin{aligned} \text{Nilai gabungan} &= (30\% \times 90) + (40\% \times 80) + (30\% \times 75) \\ &= 27 + 32 + 22.5 \\ &= 81.5 \end{aligned}$$

2. Kunci Jawaban Soal “Evaluasi”

Multiple Choice

No Soal	Jawaban	No Soal	Jawaban
1	E	6.	B
2	C	7.	C
3	D	8.	B
4	E	9.	B
5	A	10.	A

Essay

No	Answer
1	Nurse
2	Music player
3	Farmer
4	Sailor
5	Barber

E. PENILAIAN GABUNGAN

1. Penilaian gabungan adalah rerata antara nilai sikap, pengetahuan dan keterampilan dan soal evaluasi
2. Pemberian nilai gabungan dilakukan dengan kriteria sebagai berikut:
 - a. Jumlah nilai Sikap memiliki bobot 30%.
 - b. Jumlah nilai pengetahuan dan keterampilan memiliki bobot 40%.
 - c. Jumlah nilai evaluasi memiliki bobot 30%.
3. Penghitungan penggabungan nilai dilakukan dengan cara berikut:
 Nilai Modul = (NS x 30%) + (NPK x 40%) + (NE x 30%)

F. KRITERIA KETUNTASAN

Peserta dianggap tuntas belajar Modul ini apabila telah memiliki nilai **GABUNGAN** minimal **80**. Pada contoh hitungan di atas, peserta didik dianggap tuntas mempelajari modul ini karena mencapai nilai di atas kriteria ketuntasan yaitu 81,5.



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About the Author



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Pendidikan : S1 Bahasa Inggris

Pengembangan Model :

1. Pembuatan modul pembelajaran Bahasa Inggris untuk kelas XII semester gasal dan semester genap tahun 2005 dan 2007
2. Buku Rampai Pembelajaran "Guru Memerangi Hoax" tahun 2018
3. Pembuatan Media Pembelajaran Poster untuk Kelas XII tahun 2017

Notes: